

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 9/20/16**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1D

Board Members Present:

Patrick Driscoll (Arrived at 10:14)
Carolyn Lindsay
Thomas O'Donnell
Paul Phaneuf
Peter Stefan

Staff Members Present:

Michael Hawley, Executive Director
Shara Benedetti, Associate Executive Director
Charles Kilb, Board Counsel
Christopher Carroll, Chief Investigator
Robert Williams, Investigator
Daquiri Purifoy, Administrator

Others Present:

| | |
|----------------------|------------------------|
| Marc Gaudreau | Adam Holdaway |
| David Brezniak | Jim Dolan |
| Joel Solimine | Greg Belcher |
| Chris Ellis | Lisa Waitt Belcher |
| Sandra Ward | Neal Swartz |
| C.R. Lyons | Stephen Metayer |
| Emily Moreira | Matthew O'Connor |
| Courtney Fitzgibbons | Frederick Cafasso, Jr. |
| Kenneth Casper | Dennis Shupp |
| Stephen Rocco | Paul Hardy |
| Christopher Davidson | Lee Apolito |
| Anthony DiPierro | Margaret Nolan |
| Kim Perry | Ronald Malioneck |
| John Sampson, Jr. | John McDonough |
| Stephen Metayer | Robyn Garcia |
| Deborah Masciarelli | John Masciarelli |
| Peter Zaksheski | |

Call to Order

Mr. O'Donnell called the meeting to order at 10:07 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C

At 10:15 a.m., Ms. Lindsay moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Mr. Phaneuf. **The motion passed unanimously.**

Upon returning to open session, the Board reported the following:

The Board was updated regarding the status of pending investigations. The Board took the following actions:

EM-16-019: Send to prosecutions.

EM-17-001: Send to prosecutions.

SA-EM-17-002: Dismissed with advisory letter.

SA-EM-17-001: Dismissed.

Quasi-Judicial Session: Final Decisions and Orders [Closed Session Pursuant to M.G.L. c. 30A, § 18]

At 11:06 a.m. Mr. Phaneuf moved, seconded by Ms. Lindsay, to exit the investigative session and enter the Quasi-Judicial Session pursuant to M.G.L. c. 30A, § 18 for the purpose of making final decisions and orders.

Motion passed unanimously.

At 11:30 a.m. Ms. Lindsay moved, seconded by Mr. Phaneuf to exit the Quasi-Judicial session and re-enter the public session. **Motion passed unanimously.**

After returning to open session, the Board reported the following for the record:

A final decision was issued in the matter of Mark Silva, Docket No. EM-14-010.

Review of Minutes

The Board reviewed the minutes of the meeting held on August 16th, 2016.

Ms. Lindsay moved, seconded by Mr. Phaneuf, to accept the minutes of the meeting held on August 16th, 2016.

Motion passed unanimously.

Schedule Next Board Meeting

After discussion, the Board decided to hold one meeting during the month of October. The Board scheduled the next board meeting for October 11th, 2016. The meetings previously scheduled for October 4th, 2016 and October 18th, 2016 are cancelled.

Report from Executive Director Michael Hawley

Mr. Hawley reported to the Board that the new E-Licensing is now in production and appears to be functioning well. Mr. Hawley reported that funeral assistant and apprentice embalmer applications will no longer be processed by PCS and will now be processed at the Board's office. The new paper applications for funeral assistants and apprentice embalmers are posted on the Board's webpage.

Report from Legal Counsel, Charles Kilb

Mr. Kilb had nothing to report.

Live Oak Banking Company

The Board reviewed correspondence from Live Oak Banking Company. No formal action taken.

Report from Christopher Carroll, Chief Investigator

Mr. Carroll had nothing to report. No formal action taken.

At 11:55 a.m., Mr. Phaneuf moved to exit the public session and re-enter investigative session, seconded by Ms. Lindsay. All in favor. Motion passed unanimously.

At 12:10, the Board adjourned for lunch. Mr. O'Donnell announced that the Board would return at 1:00 p.m.

Lunch Break

At 1:08 p.m. the public session resumed.

Application Review:

Type-6- Review and vote on applications

The Board met with the following Type-6 applicants:

- Sherri Blews
- Marissa Senee

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Driscoll. All in favor. **Motion passed unanimously.**

Apprentices – Review and vote on applications

The Board met with the following Funeral Apprentice applicants:

- Christopher Ellis
- Adam Holdaway
- Ronald Malione
- Emily Moreira

Mr. O'Donnell recused himself from review and vote of the application of Ronald Malione. Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Driscoll. All in favor. **Motion passed unanimously.**

The following apprentice applicants were not present. Their applications were tabled for the September meeting.

- Darlene Glidden
- Laura Hewey
- Zachary Zimmerman

Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- Lee Apolito
- Christopher Davidson
- Anthony DiPierro
- Stephen Metayer
- Matthew O'Connor
- Dennis Shupp
- Neal Swartz

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Driscoll. All in favor. **Motion passed unanimously.**

Funeral Assistants (Transition from Apprentice)- Review and vote on applications

- Frederick Cafasso

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Driscoll. All in favor. **Motion passed unanimously.**

Apprenticeship Extension Request

- Brian Campbell

Mr. Campbell was not present at the meeting. His request was tabled for the September meeting.

Establishment Certificate Applications:

- Sawyer-Miller Masciarelli Funeral Homes
- Smith-Mallahy-Masciarelli Funeral Home

The Board met with John and Deborah Masciarelli in regards to the above establishment certificate applications. Mr. Phaneuf moved, seconded by Ms. Lindsay to grant conditional licenses to the above establishments pursuant to a Conditional Licensure Agreement provided by the Board. Pursuant to the Conditional Licensure Agreement, the three establishments must meet the accessibility requirements of 521 CMR by November 24, 2016. All in favor. **Motion passed unanimously.**

The Board suspended the open meeting and held the public hearing for proposed changes to 239 CMR 2.00 – 5.00. The Board accepted oral and written comments from members of the public.

Public resumed.

CEU Provider Applications

NFDA:

- NFDA Arranger Training-Seattle, WA
- Playing with a Full Deck: How to Have the Talk of a Lifetime
- Investing in Key Employees
- The Update on VA Burial Benefits

Kates-Boylston Publications

- 11th Annual Funeral Service Business Plan Conference
- 6th Annual Cremation Strategies Conference

International Order of the Golden Rule

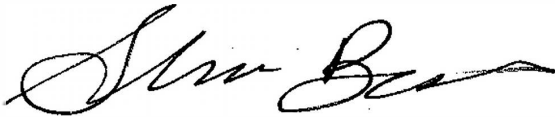
- Where Does my Business Stand? Benchmarks in Profitability
- 7 Integrated Components of HR for Small Firms with Limited Resources
- Funeral Directors and Legal Advice, Don't Take the Risk
- People Skills the Build Trust and Lead to Repeat & Referral Calls
- How to Write an Obituary Worth Reading

Ms. phaneuf moved, seconded by Mr. Driscoll to not approve the above CEU applications. All in favor. **Motion passed unanimously.**

2:41 p.m. Adjournment

Ms. Lindsay moved to adjourn the meeting. Mr. Phaneuf seconded.
Motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shara Benedetti", written in a cursive style.

Shara Benedetti
Associate Executive Director

List of Documents used at the meeting:

Agenda for meeting held on September 20th, 2016

Minutes from meeting held on August 16th, 2016

Written comments submitted to the Board for the public hearing on proposed changes to 239 CMR 2.00 – 5.00

Applications

Type 6

- Sherri Blews
- Marissa Senee

Apprentices

- Christopher Ellis
- Darlene Glidden
- Laura Hewey
- Adam Holdaway
- Ronald Malioneck
- Emily Moreira
- Zachary Zimerman

Funeral Assistants (1st time)

- Lee Apolito
- Christopher Davidson
- Anthony DiPierro
- Stephen Metayer
- Matthew O'Connor
- Dennis Shupp
- Neal Swartz

Funeral Assistants (Transition from Apprentice)

- Frederick Cafasso

Apprenticeship Extension Request

- Brian Campbell

Establishment Certificate Applications:

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